

## **SECOND YEAR SCHOOL SERVICES PERSONNEL SCHOOL COUNSELOR, SCHOOL SOCIAL WORKER, SCHOOL NURSE, SCHOOL PSYCHOLOGIST**

1. Check your license.

### **Rules 2002 -- INITIAL PRACTITIONER LICENSE**

Most recent graduates will hold this license. You must be enrolled in Year Two of IMAP (Indiana Mentoring and Assessment Program) by your school corporation.

Rules 2002 license holders are the only ones who must complete IMAP.

2. At the beginning of the school year, your corporation is responsible for assigning a mentor to you. A state certified mentor in your specific area is preferred. Please contact [imaphelp@doe.in.gov](mailto:imaphelp@doe.in.gov) for specific lists. Corporations will make the assignments and will enroll you in IMAP by using an online system. If your corporation fails to contact you about this by September 15, please check with them. This enrollment is a serious licensure issue. If you were enrolled in Year One, you still must enroll AGAIN in Year Two.

3. During the year you are expected to work with your mentor and fulfill any other requirements set forth by your specific school corporation. After you enroll in Year Two, you should download the portfolio for your specific area for the current school year. Successful completion of a portfolio is required to proceed to the next level of licensure. At the end of Year Two, the following is needed:

**Rules 2002 Initial Practitioner License** --- Your portfolio must be completed by May 1. Failure to submit a portfolio POSTMARKED by May 1 will result in a scoring delay and possibly a licensing delay. You must submit according to the specifications noted at this link, <http://www.doe.in.gov/dps/beginningteachers/welcome.html> , Portfolio Requirements. You will need to include one of the following documentations in order to obtain your next license:

- ✎ If you successfully meet the portfolio requirements, you will receive a “pass” letter. A copy of that letter must be submitted with your license application. Please follow this checklist:


<http://www.doe.in.gov/dps/licensing/checklists/Checklist%20for%20converting%20Initial%20Practitioner%20license.pdf>

Or navigate to [www.doe.in.gov/dps/licensing](http://www.doe.in.gov/dps/licensing) and choose Application Quicklinks, “Converting an Initial Practitioner License”.

- ✎ If a candidate does not successfully complete their portfolio, they will receive a letter stating such. A copy of that letter must be submitted with your license application. You will be renewing your Initial Practitioner license which will be marked “extension”. This means that you have one more opportunity to submit a passing portfolio. Please follow the license renewal instructions as to how to renew your license.

<http://www.doe.in.gov/dps/licensing/checklists/Checklist%20for%20renewing%20an%20Indiana%20license.pdf>

or navigate to [www.doe.in.gov/dps](http://www.doe.in.gov/dps), choose Application Quicklinks and then “Renewing a License”. Include a copy of your letter with your application materials.

 If a candidate has been enrolled in IMAP for two years and cannot submit a portfolio by May 1 of their second year, they must request an extension of time. Please complete this form, [http://www.doe.in.gov/dps/beginningteachers/special\\_circumstances.doc](http://www.doe.in.gov/dps/beginningteachers/special_circumstances.doc), and mail it to our office by April 1 of the year you are requesting the extension. A letter acknowledging the extension will be mailed to you. Should you need to renew your license, please use this checklist:

<http://www.doe.in.gov/dps/licensing/checklists/Checklist%20for%20renewing%20an%20Indiana%20license.pdf>

or navigate to [www.doe.in.gov/dps](http://www.doe.in.gov/dps), choose Application Quicklinks and then “Renewing a License”. Include a copy of your extension letter with your application materials.

 If a candidate has NOT been enrolled in IMAP for two years and needs to renew their Initial Practitioner’s license, please follow this checklist.

<http://www.doe.in.gov/dps/licensing/checklists/Checklist%20for%20renewing%20an%20Indiana%20license.pdf>

or navigate to [www.doe.in.gov/dps](http://www.doe.in.gov/dps), choose Application Quicklinks and then “Renewing a License”. Include a letter stating that you have NOT been enrolled in IMAP for two years and state reason(s).

 If a candidate has NOT been enrolled in IMAP for two years due to the fact they have been teaching out of state, and needs to renew their license, please follow this checklist.

<http://www.doe.in.gov/dps/licensing/checklists/Checklist%20for%20converting%20Initial%20Practitioner%20license.pdf>

or navigate to [www.doe.in.gov/dps](http://www.doe.in.gov/dps), choose Application Quicklinks and then “Converting an Initial Practitioner License”.

Include a letter from an out-of-state, accredited school attesting to two years of full time teaching experience.